

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-17-004

Closing Date: 03 November 2016

Position Title: QA/Course Development/Writer NCO

Location: 1st BN, 209th RTI, Camp Ashland, NE

Military Grade Range: Minimum SSG/E6 - Maximum SFC/E7

This position is projected to become MSG/E8 upon implementation of FY 18 Force Structure. Incumbent promotion will be IAW AR 600-8-19 and upon availability for AGR E8 Control Grade.

Military Requirements: Must hold the rank of SFC or SSG (P). Be a graduate of WLC/BLC/ALC, as applicable for grade. Complete Army Basic Instructor Course (ABIC), Small Group Instructor Training Course (SGITC), and Systems Approach Training within 6 months of the start date. Must meet the physical fitness standards in AR 350-1 and be able to pass the APFT. Meet and maintain military appearance standards (IAW AR 600-9). Have no personal habits or character traits that are questionable from a security standpoint such as financial irresponsibility, heavy drinking, drug abuse, gambling, emotional instability and so forth; have no speech impediment; no record of conviction by special or general courts-martial. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All current on-board AGR members of the Nebraska Army National Guard in the rank/grade of SSG/E6 and above may submit applications for this position. All current hiring procedures will be in accordance with AGR Enlisted Career management Policy. Individuals within 18 months of initial tour or 12 months of assignment or reassignment of closing date of this announcement require a stabilization waiver. Stabilization waivers must be approved by the HRO and submitted with application packet by the closing date.

Qualified applicants will be referred to the selecting official in the following order.

Area 1: Lateral Transfers of on-board AGR personnel. (SFC/E7-SFC/E7, MOS Immaterial).

Area 2: Enlisted Promotion System (EPS) of on-board AGR CPMOS qualified (SSG/E6. 00F)

Area 3: Transfer of on-board AGR personnel (SSG/E6)

Area 4: N/A

General Requirements:

1. The ability to apply training management practices and techniques.
2. The ability to implement Mission Command and orders development processes.
3. The ability to consolidate and analyze data.
4. The ability to communicate effectively, both orally and in writing.
5. The ability to work with automation equipment and information technology systems.

Summary of Duties: Serves as the primary advisor to the Commandant for the conduct of training for all courses conducted in 1 BN NCOES. Coordination with each Branch Chief and the Operations NCOIC is a must in facilitating a checks and balances to the application of training being conducted as prescribed in the Course Management Plan/Program of Instruction/ Instructor Certification Program/ NCOPDS SOP/TRADOC Quality Assurance Program; Coordinates, monitors and recommends actions for the instructor certification program; Conducts self-assessment evaluations for all courses (at all locations if more than one) and works

with the Commandant, Deputy Commandant and the applicable Branch Chief to develop a get-well plan to meet the Army Enterprise Accreditation Standards. Additional duties as appointed by the Commandant as a part of running the NCOA and filling Battalion level requirements.

Applications submitted in multiple attachments will not be accepted!

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to ng.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

* Candidates may apply by submitting a completed ***Application for Active Guard/Reserve (AGR) Position***, NGB Form 34-1. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

___ **Yes** ___ **No** 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ___(Initials)

___ **Yes** ___ **No** 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits> . **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ___(Initials)

___ **Yes** ___ **No** 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ___(Initials)

___ **Yes** ___ **No** 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date.** ___(Initials)

___ **Yes** ___ **No** 5. Statement of all active duty performed (DD 214, DD 215, DD 220). You can find these forms in your IPERMS <https://iperms.hrc.army.mil/rms/login.jsp> DD 214/215/220 are not required for current on-board AGRs. ___(Initials)

____ **Yes** ____ **No** 6. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ____ (Initials)

____ **Yes** ____ **No** 7. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. **Current is within 6 months of closing date.** ____ (Initials)

____ **Yes** ____ **No** 8. IMR (Individual Medical Readiness) <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ____ (Initials)

____ **Yes** ____ **No** 9. If you are on a profile include a current DA 3349. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver (MMRB or MAR2). ____ (Initials)

____ **Yes** ____ **No** 10. Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any "no" responses identified on this checklist. ____ (Initials)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.